

Tab 1



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Team Member Separation Form

Please complete ALL sections below. Circle the reason for termination in section B and fully explain in section C. Attach any pertinent documentation (warning notes, resignation letters, etc.) then enter the form and file all documents at your location.

A. Team Member Information

TM Name (Print): Dwayne Scott Team Member ID # 1273857
 Home Location (e.g., 10145/LMR): 10063 / M15 Last Day Worked 12/12/15 (mm/dd/yy)
 Date Notified 1/1 (mm/dd/yy) Notice Given? ☐ Yes -or- ☒ No
 Hire Date 10/15/12 (mm/dd/yy) Hourly Rate \$12.13
 Current Home Address: 139-03 Lakewood Ave Jamaica, NY 11435
 Current Home Phone#: 917-780-7984
☐ Eligible -or- ☒ Ineligible for cause -or- ☐ Ineligible for major infraction

B. Reason For Separation (Please check one reason only)

Voluntary (PeopleSoft Code - Description)	Involuntary (PeopleSoft Code - Description)
<input checked="" type="checkbox"/> JOB - Job Abandonment	<input type="checkbox"/> CHS - Cash Handling Violation
<input type="checkbox"/> LSP - Leave Area/ Companion Transfer	<input type="checkbox"/> DEA - Death
<input type="checkbox"/> LVE - Failed to Return From LOA	<input type="checkbox"/> EVL - Failed Evaluation Period
<input type="checkbox"/> TM is unable to return because of FMLA-protected reason	<input type="checkbox"/> INS - Insubordination
<input type="checkbox"/> OEC - To Accept Employment with Competitor	<input type="checkbox"/> LAU - Leave of Absence Unavailable
<input type="checkbox"/> OTP - To Accept Other Employment	<input type="checkbox"/> WPI - Work Performance
<input type="checkbox"/> PER - Personal Reasons	<input type="checkbox"/> APV - Time & Attendance Policy Violation
<input type="checkbox"/> VWR - Voluntary Release	<input type="checkbox"/> NSC - No Show/ No Call (Last day of employment - for UI purposes)
<input type="checkbox"/> RES - Voluntary Leaving/ Other Reason	<input type="checkbox"/> SWR - Separation with Release
<input type="checkbox"/> RET - To Attend School	<input type="checkbox"/> OMC - Other Misconduct
<input type="checkbox"/> TYP - Dissatisfied With Job	<input type="checkbox"/> PEL - Position Eliminated
<input type="checkbox"/> UTP - Unable to Perform Job	<input type="checkbox"/> IEW - Ineligible to Work - 19
<input type="checkbox"/> VLR - Retirement	<input type="checkbox"/> RFL - Record Falsification
	<input type="checkbox"/> RPV - Rule/Policy Violation
	<input type="checkbox"/> SEA - Expired Seasonal Employment

C. Explanation of Reason Checked Above (If involuntary, please provide reason or last incident.)

Dwayne was issued a final warning for attendance on 12/5/15. Since then he did not show up or callout for his shifts on 12/13 and 12/14. Dwayne has abandoned his job.

STL or FTL's Signature: _____ Date: _____

Team Member Signature: _____ Date: _____

Witness Signature (optional): [Signature] Date: 12-14-15